



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

**ASSOCIATE PERSONNEL ANALYST/
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

SALARY RANGE:	Range A: \$4,488 - \$5,618 per month* <small>*Consideration will be given to either classification when filling this vacancy. *The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Permanent/Full-Time
PROGRAM/DEPARTMENT:	Human Resource Examination & Selection Unit
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES: Sonoma Developmental has an opening for an Associate Personnel Analyst or Associate Governmental Program Analyst in the Human Resources/Examination & Selection Unit. The incumbent in this position exercises independence performing a variety of duties in support of the Department's Delegated Examination Unit. Duties include researching and making determinations of applicants' qualifications for exams/selection; determining eligibility for vacancies and Training and Development assignments; administering complex and sensitive exams; independently researching and interpreting civil service laws, rules and regulations to ensure the facility is in compliance with policies set forth by the Department of Personnel Administration, the California Department of Human Resources and Control agencies and interpreting these laws and rules to managers, staff and the public. This individual in this position has no formal supervisory responsibilities; however, may act in a lead capacity over the Exam Unit and in special project settings. The incumbent independently advises management on examination/selection-related issues and makes recommendations to help facilitate recruitment; researches Transfer of List Eligibility; determines appropriate range transfer criteria, Certifies eligibles upon appointment; preparation of Job Opportunity Bulletins; posting these bulletins online to the California Department of Human Resources (Cal HR) and Department of Developmental Services websites, mailing to facility analysts and headquarters; preparing the Weekly Job Opportunity and Examination Announcement; responds to Administrative Appeals if needed; works closely with managers in the creation and transcription of confidential patterned or structured exam/selection questions, transcribing questions and responses from written draft; consulting with the Equal Employment Opportunity Coordinator on approval of questions; prepares examination/selection notices to candidates; requests additional information from applicants to determine eligibility, enters transactions into the Cal HR's Legacy system from the onset of the exam through the final scoring and closing of the exam creating an eligible list; orientate panel prior to exam, ensure panel composition is the appropriate level, reserve test sites for exams/selection; forwards a reminder to panels prior to exam, responds to customer service inquiries from managers, staff and the general public; provides information on exam/LEAP processes.

WHO IS ELIGIBLE TO APPLY: Candidates must possess Civil Service Eligibility to apply. This consists of being a current or former California State Civil Service employee, obtaining list eligibility as a result of examination having placed in a reachable rank. Per SPB Rule 250, applicants must meet the Minimum Qualifications as outlined in the Job Description. The job description may be found at www.calhr.ca.gov. Applications may be obtained from Human Resources at the Sonoma Developmental Center, a local EDD office, or downloaded and mailed from this website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for a selection interview.

PLEASE SEND A COMPLETED STATE APPLICATION (STD. 678) TO:

Sonoma Developmental Center
Human Resources Department – Room #124
PO Box 1493 (for USPS mail) (15000 Arnold Drive for drop off application M-F 8:00 a.m. – 5:00 p.m.
Eldridge, CA 95431
(707) 938-6439 (Contact Gwen Vales with questions specific to the essential function of the position. Civil Service Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.